

# MINIGRANT PROGRAM FOR TEACHERS

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APPLICATION GUIDELINES  
1988-89



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The Department of Natural Resources and Conservation (DNRC) is delighted to announce that grants are again available to Montana schools through the Energy Education Minigrant Program. Educators wishing to undertake energy-related activities are eligible to apply for grants of up to \$500 per project. Grants will be awarded by January 1, 1989 for projects to be completed by June 15, 1989.

## WHO MAY APPLY

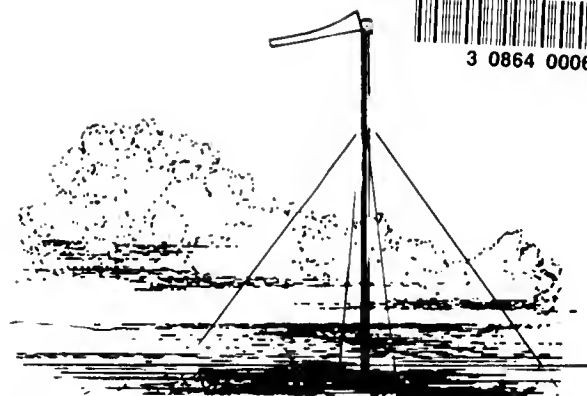
All Montana elementary and secondary schools are eligible to apply. Administrators as well as teachers may submit proposals. Students may design and conduct projects, if a teacher or administrator takes responsibility as project director. Schools may submit more than one proposal. Schools that received grants previously are eligible to apply again.

## ELIGIBLE PROJECTS

Most projects focusing on basic energy concepts are eligible. Projects developed around classroom activities dealing with Montana's renewable sources, such as solar, wind, hydroelectric, biomass, and geothermal are encouraged. Projects demonstrating the principles of energy conservation measures in homes and school buildings also will qualify. Instructional units focusing on resources such as coal, natural gas, and oil, as well as programs for designing computer software packages are acceptable.

Examples of projects that could qualify for funding are the preparation of energy curriculum materials such as model kits dealing with wind, coal, or hydropower, design and assembly of a food dehydrator or coldframe, and a demonstration of movable window insulation.

DNRC will not award funds for the purchase of construction materials or for energy conservation projects that are retrofitted on school buildings, such as greenhouses. Although funds can't be used for capital equipment or construction materials, items such as measuring tools, minor supplies and consumable materials used in performing energy experiments in a greenhouse would be eligible for consideration. Projects funded previously will not be replicated using minigrant funds.



## PROJECT DISSEMINATION

During the 1987-88 school term, nine minigrant projects were conducted by Montana teachers. DNRC is currently producing a directory that describes the completed projects and the educators who designed them. The directory will be available for distribution in late 1988. A description of the projects developed during the 1988-89 school term will be included in next year's directory. Teachers are encouraged to use the directory as a source of ideas for developing their own projects.

## PROJECT SELECTION

Projects will be evaluated on the following criteria:

Educational Goals. Is the project related to the topic of energy? Is the project appropriate to the targeted grade level? Does it include direct student involvement? Are the planned activities likely to have a positive impact on student energy awareness?

Innovation. What makes the project special or outstanding? Does it contain an unusual approach or technique to help students increase their understanding of energy concepts or issues?

Transferability. Does the project have the potential to be adapted by other teachers or students?

Project Design. Are the goals and objectives clearly defined? Are the tasks and activities that will be undertaken to achieve the goals/objectives specifically set forth? Is there a plan for evaluating the project's success? Can the project be completed within the stated timeframe and budget?

Resources. Are the staff, facilities, equipment, and material adequate for achieving the project's objectives?

Benefits/Costs. Are the costs reasonable and appropriate for the project?

# 1988-1989 Energy Education Minigrant Application Form

The goal of the program is to develop creative classroom energy projects and distribute information about them so teachers in other Montana schools can undertake similar activities.

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## I. APPLICANT/PROJECT INFORMATION

Title of project \_\_\_\_\_

Name of project director \_\_\_\_\_

Name of school \_\_\_\_\_

Number of students \_\_\_\_\_ Grade \_\_\_\_\_ Subject  
to be reached \_\_\_\_\_ level(s) \_\_\_\_\_ area(s) \_\_\_\_\_

Name of principal/superintendent \_\_\_\_\_

School street address \_\_\_\_\_

or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School district \_\_\_\_\_ County \_\_\_\_\_ Telephone \_\_\_\_\_

2. PROJECT ABSTRACT. Provide a project overview, using no more than 1/2 page.

3. PROJECT STATEMENT. Use no more than three additional sheets to outline:

A. Objectives   B. Procedure   C. Evaluation   D. Qualifications

4. BUDGET SUMMARY. Please attach an outline of the project costs.

To the best of my knowledge the information contained in this application is correct.

Date \_\_\_\_\_ Project director's signature \_\_\_\_\_

Date \_\_\_\_\_ Principal's/Superintendent's signature \_\_\_\_\_

Attach this form to your project abstract, project statement, and budget narrative, and return your application by October 14, 1988 to:

Peggy Nelson  
Energy Division  
Department of Natural Resources and Conservation  
1520 East Sixth Avenue  
Helena, MT 59620-2301



# THE APPLICATION

An application form is enclosed and may be duplicated for multiple entries. Please submit the attached form, a project abstract, project statement, and budget summary. Applications must be received no later than October 14, 1988. In order for your proposal to be considered for funding you must include:

1. A completed copy of the attached form.
2. A project abstract. The abstract should be no more than half a page, double-spaced. Please include a brief overview that (a) summarizes the project, (b) identifies the products to be prepared or lists the major activities to be completed, and (c) describes the grade level and number of students involved.
3. A project statement. This is the body of the proposal. It should be no more than three double-spaced, typed pages. The project statement must address the following:
  - a. Goals and objectives. Describe the behavioral or attitudinal changes you expect in your students as a result of the project. Identify the major, tangible product or result that will be achieved through this project, and include a discussion of instructional approaches to be used and material or equipment needed.
  - b. Procedure. Describe in chronological order the tasks and activities that will be conducted to achieve the proposed activity or project. Please include a tentative schedule of completion dates.
  - c. Evaluation. Discuss how you will evaluate the success of the project.
  - d. Qualifications. Include any information about your background or training that demonstrates your ability to conduct the project.

4. Budget summary. Identify how the grant money will be used, estimating the costs of supplies, materials, equipment, printing, or shipping charges (wages for teachers will not be covered by the grant). If there are other sources of funds being used or any in-kind services or materials being donated to the project, please identify these and give an estimate of their costs.

## ADMINISTRATIVE INFORMATION

DNRC has \$5,000 available for minigrants and expects to fund between 10 and 15 projects for the 1988-89 school year. The maximum award for each project will not exceed \$500. The amount of each grant will vary depending on the actual costs reflected in the proposal.

Any school receiving an energy education minigrant must complete a final report upon conclusion of the project, documenting project activities, budget, and effectiveness. The final reports will be publicized and distributed by DNRC to other Montana schools.

DNRC and the grant recipient will enter into a written agreement that outlines the general responsibilities of both parties. DNRC will award the funds according to the following schedule: (1) 65 percent of the grant amount upon signature of both parties of the written agreement, and (2) 35 percent upon receipt and approval of an acceptable final report.



Develop an energy project,  
and receive up to \$500!

MONTANA DEPARTMENT OF  
NATURAL RESOURCES & CONSERVATION

ENERGY DIVISION  
1520 EAST SIXTH  
HELENA, MONTANA  
59620



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## MINIGRANT PROGRAM IMPORTANT DATES

Applications are due to DNRC	October 14, 1988
Notice of grant awards	November 25, 1988
Agreements are signed and projects begin	January 4, 1989
Projects are completed, final reports and budgets are due	June 15, 1989

For further information, contact:

Peggy Nelson  
Department of Natural Resources and Conservation  
1520 East Sixth Avenue  
Helena, MT 59620-2301  
444-6697